

Celebrate Nashville – Earth Day Festival 2007!

Saturday, April 21, 2007

Rules and Guidelines for Exhibitors

Applications

1. All applications must follow the guidelines for exhibitors (as described below) and meet the approval of the Nashville Earth Day Festival Organizing Committee.
2. Deadline for Applications is 5:00 p.m. March 30, 2007.
3. Applications must be filled out completely and signed.
4. Booth fee is \$250 for businesses. There is no fee for government and non-profit organizations.
5. Applications and additional questions can be submitted by mail, fax or e-mail to:

Nashville Earth Day Festival – c/o Delaine Linville
Metro Public Works • 750 S. 5th Street • Nashville, TN 37206
Phone: 615-862-8814 Fax: 615-862-5011 Email: delaine.linville@nashville.gov
Forms are also available on our Website: www.nashville.gov/earthday

Exhibits

1. Exhibit space provided is either 10' x 10' or 10 x 20'. If your business or organization needs additional space or accommodations other than what has been described, please indicate that on the application.
2. Businesses and organizations exhibiting at the festival must provide their own tables, chairs and tents. Please note: 10' x 10' is the largest sized tent that can be used regardless of the exhibit space requested.
3. **Tents should be weighted. Stakes are not allowed. Signs should be free standing. Small signs with wire frames are allowed.**
4. Exhibitors will be grouped into one of the festival's educational areas according to their focus/purpose. Exhibitors can indicate on the application which area(s) best suit their business or organization and the planning committee will do its best to place each group in the most appropriate area. **(Please note: Domesticated animals are not considered exhibits. Wildlife may be displayed only if it serves an educational, environmental purpose. Exhibits are only displays. No public handling of animals is allowed. The animals are the responsibility of the organization bringing them to the event. All necessities including their shelter, food, water, safety equipment, and sanitary equipment are required.)**
5. Applications submitted before the deadline will be assigned space on a first-come, first-serve basis and will be notified of their location prior to the festival.
6. All exhibits must follow the guidelines listed below. Space is provided on the application to describe the content and purpose of your exhibit and by signing the application you agree to abide by them.

Any business or organization not following these guidelines will be asked to leave the festival area.

- All exhibits MUST BE educational and have an environmental focus.
- Exhibitors CANNOT sell any merchandise at the festival.
- Exhibitors CANNOT use their exhibit - or the festival area - to advocate for or against any elected official, candidate or political party.

Day of Festival

1. The festival will take place, RAIN or SHINE, at Centennial Park on April 21, 2007 from 11:00 a.m. to 7:00 p.m.
2. Set-up begins at 8:00 a.m. and all exhibits must be completed by 10:30 a.m.
3. All exhibits should be staffed from 11:00 a.m. to 6:00 p.m.
4. Break-down of exhibits can begin at 6:00 p.m. and must be completed by 8:00 p.m.
5. The Nashville Earth Day festival is a LITTER FREE event. Please help us achieve this by considering the following at your exhibit:
 - Provide samples of all information and brochures to be given out at your exhibit and have a sign-up sheet available to request additional copies.
 - Hand out a one-page flyer that summarizes your business or organization with your web site address or instructions on how to get more information.
 - Limit "giveaways" and promotional items and do not hand out candy or items in plastic wrappers that could end up as litter.
 - Pick up any litter you see and be able to direct people to the nearest trash/recycling stations.

Celebrate Nashville – Earth Day Festival 2007!

Saturday, April 21, 2007

Exhibitor Application and Contract

Contact Information

Business/Organization's Name: _____

Type (Please Check One): Non-profit _____ Government _____ Business _____ (there is a \$250 fee for business)

Contact Person: _____ Title: _____

Mailing Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

Insurance Carrier: _____

Exhibit Information – Please note: Tents and signs should be weighted. Stakes of any kind will not be allowed.

Space Needed (Please Check One): 10' x 10' _____ 10' x 20' _____

Other* (please describe): _____

Special Needs* _____

(*Additional costs may be associated with special requests. Please contact us for more information).

Description of Business/Organization and Exhibit (Please refer to “Rules and Guidelines for Exhibitors” for more information): _____

Exhibit Areas (Please Check One): Air _____ Water _____ Waste Reduction _____ Organic Farmers _____
Animals _____ Outdoor Education/Adventure _____ Sustainable Living/Living/ Land Conservation Other _____

Fees

A \$250 fee for businesses is due when the application is submitted and is non-refundable. Please make checks payable to the Nashville Earth Day Festival.

Submitting

By signing this form, I (the undersigned) agree to indemnify and hold harmless the Nashville Earth Day Festival, its organizing committee, and the Metropolitan Government of Nashville and Davidson County, its officers, agents and employees from any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omission of our business/organization in connection with this contract and our participation in the Nashville Earth Day Festival.

By signing this form, I (the undersigned) and all participants in my exhibit at the Nashville Earth Day Festival acknowledge that we have read, understand and agree to abide by the information outlined in the document “Rules and Guidelines for Exhibitors,” incorporated herein by reference.

Signature: _____ Date: _____

Please submit completed and signed forms to:

Nashville Earth Day Festival – c/o Delaine Linville

Metro Public Works • 750 S. 5th Street • Nashville, TN 37206

Phone: 615-862-8814 Fax: 615-862-5011 Email: delaine.linville@nashville.gov

Forms are also available on our Website: <http://www.nashville.gov/earthday>

(Business Exhibitors should make checks out to Nashville Earth Day Festival.)